Job Title: Custodial Foreman

BCAT Code: 093X01  Effective Date: April 1, 2007
Pay Grade: G11  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Supervises the Custodial services of University buildings and facilities.

Examples of Duties
- Prepares, organizes and delegates work assignments to subordinates. Ensures that cleaning requests are properly completed.
- Trains subordinates in proper custodial methods and procedures as needed.
- Attends to staffing and personnel issues.
- Serves as shift coordinator assisting with attendance and tardiness problems, disciplinary actions, etc.
- Evaluates work performance of subordinates, employee attendance, safety, personnel issues, etc.
- Adjusts work assignments as needed to ensure that the cleaning assignments are covered.
- Inspects facilities and furnishings for needed cleaning/repair; inspects the work of subordinates, makes corrections as needed.
- Maintains key needs by the shift and issues keys to employee.
- Directs the room set-up for special meetings or events.
- Responds to custodial emergencies as needed.
- Uses office technology and office automation to increase effectiveness.
- Performs cleaning duties for absent co-workers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of proper custodial services practices, techniques, and procedures.
- Knowledge of Georgia State University (GSU) campus buildings and facilities, and custodial requirements or needs.
- Knowledge of the operation and use of equipment, tools, and supplies used in building maintenance.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.).
- Ability to supervise others.
- Ability to pass criminal background investigation.

Minimum GSU Hiring Standards
High school diploma or GED and three years of related experience in an institutional, industrial, or commercial setting, including two years of supervisory or lead worker experience. A valid Georgia driver's license may be required for some positions.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.